

STATE MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, ALABAMA NATIONAL GUARD
1720 CONGRESSMAN WILLIAM L. DICKINSON DRIVE
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MONTGOMERY, ALABAMA 36109-0711


ALJ1-HR-SEEM

4 January 2010

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Sexual Harassment Prevention Policy

1. It must be absolutely clear to each one that sexual harassment will not be tolerated in the Alabama National Guard. Any member of the Alabama National Guard who is found to be responsible for acts of sexual harassment or who allows it to exist will be dealt with swiftly and firmly.
2. Any unwelcome verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to such conduct is made as a term or condition of employment or submission to or rejection of such conduct is used as the basis for employment decisions and such conduct unreasonably interferes with job performance or creates an intimidating, hostile or offensive work environment. There is no difference in whether a man harasses a woman; a woman harasses a man, or whether it is same sex harassment. The claimant does not have to be the person at whom the offensive conduct is directed but can be anyone affected by the conduct. It is important to keep in mind that sexual harassment can occur at the workplace or away from the workplace.
3. Procedures for filing military complaints of sexual harassment are in National Guard Regulation (NGR) 600-22/ANGI 36-3, National Guard Military Discrimination Complaint System, dated 30 Mar 01, in the permanent section on the military bulletin board at each unit, and on the HRO website. Procedures for filing technician complaints of sexual harassment are posted on the HRO website, on the technician bulletin board at each unit, and are found in NGR 690-600/(AF) 40-1614, National Guard Civilian Discrimination Complaint System, dated 15 Mar 93.
4. Each employee is entitled to exercise his or her rights under the civil rights statutes. Reprisal against anyone who has engaged in protected activity will not be tolerated.
5. Point of contact for questions or assistance is State Equal Employment Manager (SEEM) (334) 271-7215/DSN 363-7215 or Equal Employment Specialist (334) 271-7217/DSN 363-7217.
6. This policy letter supersedes ALJ1-HRO-SEEM, 7 Jan 09, Subject: Sexual Harassment Policy and will be posted in the permanent section on all military and technician bulletin boards located at each unit, the Human Resources Office, the Equal Employment Opportunity Office and on the HRO website.


ABNER C. BLALOCK
Major General, ALARNG
The Adjutant General